



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY,
TRADE AND ECONOMIC DEVELOPMENT

Community Development Block Grant Program (CDBG)

Planning-Only Grant Pre-Application

March 2003

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Director

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2003 PLANNING-ONLY GRANT PRE-APPLICATION HANDBOOK

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2003 PLANNING-ONLY GRANT PRE-APPLICATION

TABLE OF CONTENTS

ESSENTIAL INFORMATION AND SUBMITTAL INSTRUCTIONS	1
Overview	1
Pre-Application Parts To Submit	1
GENERAL APPLICATION INFORMATION.....	2
Program Purpose	2
Eligible Applicants	2
Eligible Activities	2
Ineligible Activities	3
Funding Levels	3
Joint Applications	3
Relationship Between Planning-Only Grants and Other CDBG Funds	4
Minimum Performance Standards	4
PRE-APPLICATION AND APPLICATION PROCESS OVERVIEW	5
PRE-APPLICATION FORMS	6
Project Summary Form	6
Project Summary Form Instructions	7
Pre Application Supplemental Questions	8
Contact List	9
CDBG Requirements for Procuring Professional Services	10
APPENDICES.....	12
APPENDIX A: Eligible And Ineligible Jurisdictions	13
APPENDIX B: Jurisdictions With 51% Low- and Moderate-Income Population.....	15
APPENDIX C: 2003 Low- and Moderate-Income Limits	17
APPENDIX D: Area Benefit/Direct Benefit Chart	21

ESSENTIAL INFORMATION AND SUBMITTAL INSTRUCTIONS



OVERVIEW

The goal of the CDBG Planning-Only Grant Program is to support eligible small communities and rural counties in carrying out planning activities that lead to the implementation of priority projects that principally benefit low- and moderate-income persons.

- There are two separate packets of application materials: A Pre-Application Packet and an Application Packet. This Pre-Application Packet contains the forms and information necessary to begin the process of applying for CDBG Planning-Only Grant funds.
- A Pre-Application Form must be submitted and the proposed project meet program priorities before a potential applicant is formally invited to apply for funds. See the Pre-Application Process on page 5 for details.
- A jurisdiction may submit a Pre-Application at any time. Pre-Applications are received and reviewed on an ongoing basis throughout the year. Awards are made on a funds available basis.
- A fund of \$400,000 is available in 2003. Planning grants are limited to \$24,000 for a single applicant or \$40,000 for a joint application involving two or more eligible jurisdictions that share a common planning need.

PRE-APPLICATION PARTS TO SUBMIT

The Pre-Application should include the following items:

- Project Summary Form
- Supplemental Questions
- Contact List

Please type or write legibly and staple in the upper left-hand corner. Do not use special covers or binders. It is preferred the Pre-Application be 2-hole punched at the top.

How many and where to send

Submit **ONE** original (signed in ink) **and ONE** copy of the Pre-Application Form to:

Leona Moon, CDBG Program
906 Columbia Street SW
Post Office Box 48350
Olympia, Washington 98504-8350

To receive application materials and forms via email or on diskette, contact Laurie Dschaak at (360) 725-3020 or lauried@cted.wa.gov.

FAX transmitted or emailed proposals will not be accepted.

GENERAL APPLICATION INFORMATION

This Pre-Application Packet contains the forms and information necessary to begin the process of applying for CDBG Planning-Only Grant funds.

PROGRAM PURPOSE

The Washington State Community Development Block Grant (CDBG) program is funded by the U.S. Department of Housing and Urban Development. All CDBG Planning-Only Grant projects must meet one of the two following national objectives of the CDBG program (Title I, Housing and Community Development Act of 1974, as amended):

National Objectives

- To principally benefit persons of low- and moderate-income
- To prevent or eliminate slums or blight

Program Priorities

In addition, the project must address one or more of the Planning-Only Grant program priorities:

- To address public health and safety issues
- To improve essential services to low- and moderate-income persons
- To complete a necessary and specific step within a broader community development strategy
- To assist communities in meeting planning requirements that will principally benefit low- and moderate-income persons.

ELIGIBLE APPLICANTS

Indian tribes and special purpose organizations, such as public housing authorities, port districts, water and sewer districts, community action agencies and economic development councils, are not eligible to apply directly to the CDBG program for funding. These projects may be eligible under CDBG:

- If a project will serve both an eligible local government's citizens and tribal members or if the boundaries of a project's service area involves both local government and tribal jurisdiction, the local government may apply for state CDBG funding on behalf of and in coordination with the Indian tribe.
- An eligible local government may choose to involve special purpose organizations in the operation of projects funded under the CDBG program.

ELIGIBLE ACTIVITIES

CDBG Planning-Only Grants may be used for a variety of planning activities that meet a national objective, such as addressing the needs of low- and moderate-income persons in the community. Eligible planning activities are listed in Section 105 (a) (12) and include:

- A. Planning activities that consist of all costs of data gathering, studies, analysis and preparation of plans, and the identification of actions that will implement such plans, including, but not limited to:
- 1) Comprehensive plans;
 - 2) Community development plans;
 - 3) Functional plans, in areas such as:
 - i) Housing
 - ii) Land use and urban environmental design;
 - iii) Economic development;
 - 4) Individual projects plans
 - 5) Small area and neighborhood plans
 - 6) Capital improvement programs
 - 7) Environmental studies

INELIGIBLE ACTIVITIES

In general, any type of activity not described in the reference above is ineligible for consideration. In addition, CDBG Planning-Only Grants may not be used to fund:

- General grant administration expenses;
- Engineering, architectural and design costs related to a specific construction activity;
- Actual blue prints;
- Direct development of an application to any of the CDBG program funds; or
- Other costs of implementing plans. (These costs may be eligible for CDBG funding as part of a CDBG construction grant.)

FUNDING LEVELS

A fund of \$400,000 is available in 2003. Planning grants are limited to \$24,000 for a single applicant or \$40,000 for a joint application involving two or more eligible jurisdictions that share a common planning need. There is no match requirement; however, local contributions or leveraged funds from other sources are viewed favorably and general grant administration costs will not be reimbursed. Awards are made on a fund available basis.

JOINT APPLICATIONS

When two or more eligible jurisdictions are located in the same region and share a common planning need, they are encouraged to seek cooperative solutions by preparing a joint application. An Interlocal Agreement, signed by each participating jurisdiction, must be submitted with the application, if an invitation to apply is extended. Jurisdictions considering a joint application for the higher funding level are encouraged to first contact the CDBG program to review eligibility, including:

- Whether all applying jurisdictions are non-entitlement jurisdictions and able to meet the federal threshold requirements.
- Whether the joint planning effort would be a significant increase in scope and cost from a single jurisdiction planning effort, requiring additional Planning-Only Grant funds.

RELATIONSHIP BETWEEN PLANNING-ONLY GRANTS AND OTHER CDBG FUNDS

An eligible jurisdiction can apply for more than one type of CDBG funding within the same year. However, a jurisdiction (including a jurisdiction participating in a multiple jurisdiction project) will not be awarded more than one Planning-Only Grant per year, so the planning project of highest priority should be submitted first. The required CDBG citizen participation requirements can assist with this local prioritization process.

A Planning-Only Grant cannot fund the direct development of another CDBG application, although some activities that could support a subsequent application are eligible for Planning-Only Grant funding. Receipt of a Planning-Only Grant *does not* guarantee that a related CDBG application will be funded.

MINIMUM PERFORMANCE STANDARDS

The Department of Community, Trade and Economic Development (CTED) reserves the right to deny funding when submitted applications involve eligible general purpose or special purpose units of governments with serious unresolved audit findings related to performance capacity.

Further, CTED reserves the right to postpone project contracting or to deny funding if there is a significant problem with previous grantee performance. In such situations, the grantee is responsible for development and initiation of corrective action satisfactory to CTED. Upon request, CTED will provide technical assistance to the community to help ensure timely completion of approved project activities.

PRE-APPLICATION AND APPLICATION PROCESS OVERVIEW

PRE-APPLICATION PROCESS

YOU ARE HERE >

1. Jurisdiction completes and submits Pre-Application Form.



2. Pre-Application passes or does not pass the CDBG Screening process, including -

- Project addresses a program priority(s)
- Project meets a national objective
- Eligible applicant(s)
- Eligible planning activity(s)
- CDBG is the most appropriate funding source

Follow-up correspondence is made, if necessary.



3. CTED Resource Team reviews the request and considers technical and financial assistance options.



4. CDBG Program invites the jurisdiction to apply or alternative options are identified.



APPLICATION PROCESS

5. Jurisdiction submits an application within 90 days, including -

- Threshold documentation and certification of compliance
- Narrative
- Work Plan
- Budget



6. CDBG program reviews application, including -

- Threshold requirements are met, including public hearing documentation and an Interlocal Agreement (for joint applications only).
- Narrative describes a compelling need/opportunity, community support for the proposed activity, clear outcomes to be achieved, and readiness to proceed.
- Work Plan is thorough and well conceived, including relationship with subrecipients or consultants.
- Budget is reasonable and complete with appropriate leveraged resources.



7. Jurisdiction receives an award letter and begins the contracting process.

2003 CDBG PLANNING-ONLY GRANT PRE-APPLICATION

PROJECT SUMMARY FORM

1. Applicant Jurisdiction: _____
Address: _____
Phone: _____
FAX: _____
Tax ID #: _____
County: _____
2. Contact Person: _____
Title or Affiliation: _____
Address: _____
Phone: _____
FAX: _____
Email: _____
3. Subrecipient Organization: _____
Contact Person: _____
Address: _____
Phone: _____
Email: _____
4. Consultant: _____
Address: _____
Phone: _____
Email: _____
5. Fiscal Year from _____ to _____
Congressional District: _____
6. State Legislative District: _____
7. Project Summary:

8. National Objective Addressed (Please check the applicable objective.)

- Principally benefits low- and moderate-income households, _____ %
- Prevents or eliminates slums or blight
- Meets urgent community development needs which pose a serious & immediate threat to public health or safety

9. Total Project Budget:
- | | | |
|---------------|----|-------|
| CDBG | \$ | _____ |
| Other Federal | | _____ |
| State | | _____ |
| Local Public | | _____ |
| Private | | _____ |
| TOTAL | \$ | _____ |
10. Project Location:
Census Tract(s) _____
Block Group(s) _____
11. Project Beneficiaries:
Persons: _____
LMI Persons: _____
Households: _____
LMI Households: _____

12. Certification of Chief Administrative Official

Signature

Name (Please type or print)

Title

Date

PROJECT SUMMARY FORM INSTRUCTIONS

The Project Summary Form serves as the cover page for the application and should be the first page inside the cover.

1. The applicant jurisdiction must be a non-entitlement city or county (see Appendix A). For joint applications with more than one participating jurisdiction, list only the lead jurisdiction here and list the other jurisdictions in the Project Summary (7). The Tax ID Number is usually a "91_" number.
2. Provide information on the person to be contacted if more information regarding the threshold requirements or project proposal, if necessary.
3. Provide information on the Subrecipient Organization, if applicable.
4. Provide information on the consultant used to develop the proposal, if applicable.
5. List the month and day of the beginning and end dates of the applicant's fiscal year.
6. List the county and the numbers of the state and congressional districts.
7. Provide a brief project summary, highlighting what is to be accomplished by the proposed planning activities and listing any additional participating jurisdictions.
8. Indicate which CDBG Program national objective this application addresses. If eligible under the first national objective, also list the percentage of low- and moderate-income (LMI) benefit. [This percentage will need to be fully documented with the final application, if invited to apply]. If the proposed planning activity primarily addresses the second national objective by "eliminating or preventing slums or blight," the jurisdiction will need to include its ordinance defining slums and blight with the final application, if invited to apply. The third national objective of addressing an urgent need is not accepted for a CDBG Planning-Only Grant. Contact the CDBG Program for more information regarding the CDBG Imminent Threat Grants.
9. List the project budget in summary. These amounts must correspond with the Pre-Application Supplemental Questions (question #14).
10. List the Census Tract(s) and Block Group(s) that are within the project area. Sources of assistance are the local or county planning office, the U.S. Census website: (<http://www.census.gov/>) or the State Data Center/Census 2000 website: (<http://www.ofm.wa.gov/census2000/index.htm>). The State Data Center telephone number is (360) 902-0592.
11. List number of people, households, people qualifying as low- and moderate-income and households qualifying as low- and moderate-income that will benefit from the project.

This form must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator, or city manager as applicable). **An original signature must be submitted.** Please clearly state the official's name and title.

PRE-APPLICATION SUPPLEMENTAL QUESTIONS

13. The project must address one or more of the Planning-Only Grant program priorities. (Please check the applicable program priorities.)

- To address public health and safety issues
- To improve essential services to low- and moderate-income persons
- To complete a necessary and specific step within a broader community development strategy
- To assist communities in meeting the planning requirements that will principally benefit low- and moderate-income persons

Briefly describe how the selected program priorities applies:

14. Has this project been identified as a Washington Community Economic Revitalization Team (WA-CERT) priority? YES NO

15. List the funding source and status (proposed or secured) of funds included in Question 9:

Funding Source	Amount Proposed	Amount Secured
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

16. How many months will it take to complete the planning project? _____

17. What alternative approaches, other than seeking CDBG planning funds, have been considered? And why were these alternate approaches not available, feasible or appropriate?

CDBG REQUIREMENTS FOR PROCURING PROFESSIONAL SERVICES

Jurisdictions that intend to use CDBG resources to pay for professional services must follow federal procurement procedures. If you secure the services of consultants before following approved federal CDBG procurement guidelines, the consequences may include:

- Costs to the jurisdiction that will not be CDBG reimbursable.
- Project delays.
- Formal grievances from citizens and businesses that may have been excluded from the procurement process.

CDBG staff is available to assist in the federal procurement process. Written information is provided in the CDBG management handbook, Section 5. This document provides an overview of procurement guidelines that may be useful as a quick reference.

Advertisement Requirements for Professional Services – Two types are allowed: Request for Statement of Qualifications (RSQ) or Request for Proposals (RFP). The methods are outlined below:

- Publish a request for qualifications (RSQ method) announcement on each occasion when professional services are required;
- Publish a request for qualifications announcement annually in each category of service required by the jurisdiction. (In those instances where the jurisdiction completed the RSQ process prior to receiving the CDBG award, the CDBG funded project must fall within one of the general categories of projects listed in the earlier advertisement and meet all of the CDBG procurement requirements.)
- Publish a request for proposals (RFP method) which specifies the type of project, anticipated start date, and lists evaluation criteria with relative importance that will be used to rank proposals.

The following statements must be included in the advertisement for both methods.

- The (City or County) of _____ is an Equal Opportunity and Affirmative Action Employer.
- Minority- and women-owned firms are encouraged to submit statement or proposals.
- This project may be funded or partially funded through the State of Washington Community Development Block Grant program with federal funds.

The RFP or RSQ advertisement must be publicized at a minimum once a week for two weeks in a major newspaper of general circulation. At least 14 calendar days from the last publication must be allowed for respondents to prepare and submit their proposal or statement of qualifications.

- Using the RSQ method, at least three statements of qualifications must be received to have competitive procurement.
- Using the RFP method, at least two qualified proposals must be received to have competitive procurement.

Steps must be taken to encourage minority- and women-owned business enterprises (MWBE) and small business participation during the procurement process. These affirmative steps must be included at a minimum:

- Develop an inventory of any local minority- and women-owned businesses providing needed services;
- Contact the State Office of Minority and Women's Businesses Enterprises to obtain a Directory of Certified Minority, Women's and Disadvantaged Business Enterprises;
- Send a copy of the newspaper advertisement used to publish the RFQ or RFP to a minimum of five minority- or women-owned firms taken from the local inventory and/or from the Directory of Certified Minority, Women's and Disadvantaged Business Enterprises.

Small Purchase Procedures – In those instances where services are not expected to cost over \$25,000 in the aggregate, small purchase procedures may be utilized to procure consultant services other than professional engineering or architectural services. If small purchase procurement is used, price or rate quotations or proposals must be obtained from at least three qualified sources. Efforts must be made to seek at least one quotation or proposals from a minority- and/or women-owned business enterprise. If the jurisdiction has established a lower ceiling for small purchases, then the lower ceiling should be followed. When using small purchase procedures, it is strongly recommended that selected firm's references and ability to perform be thoroughly checked.

For more information on consultant selection/contracting in relation for the CDBG-funded programs, please contact Janice Roderick (360) 725-3013 or by e-mail at Janicer@cted.wa.gov or Dan Riebli at (360) 725-3017 or by e-mail at Danr@cted.wa.gov.

APPENDICES

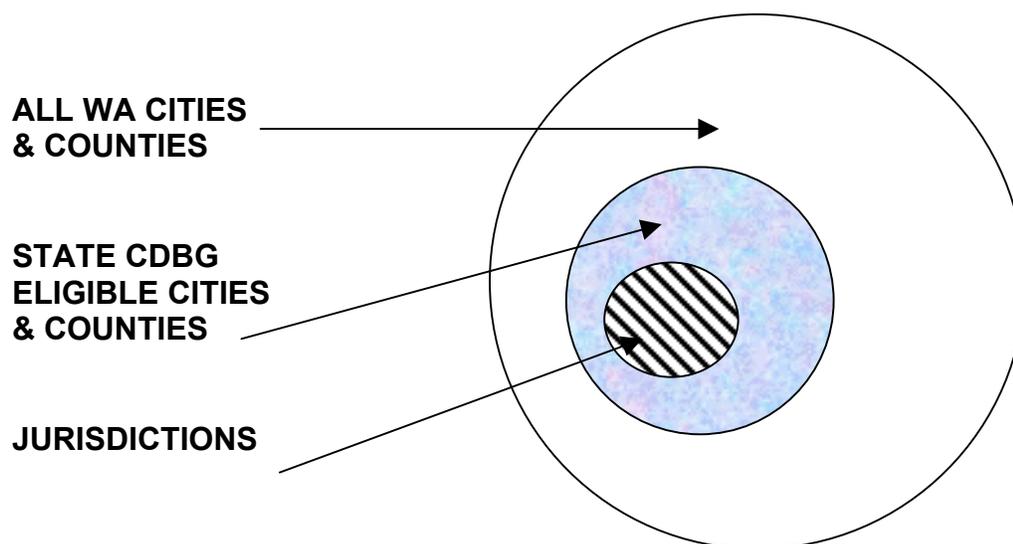
APPENDIX A - ELIGIBLE AND INELIGIBLE JURISDICTIONS

APPENDIX B - JURISDICTIONS WITH 51% OR GREATER LOW- AND MODERATE-INCOME

APPENDIX C - 2003 LOW- AND MODERATE-INCOME LIMITS

APPENDIX D - AREA BENEFIT/ DIRECT BENEFIT CHART

The diagram below shows the relationship between eligible and ineligible communities, and is to be used as a reference when reviewing the requirements and lists within these appendices.



APPENDIX A: ELIGIBLE AND INELIGIBLE JURISDICTIONS

1. Eligible Jurisdictions

a. Non-Entitlement Cities and Towns:

Aberdeen	George	North Bonneville	Toppenish
Albion	Goldendale	Northport	Tumwater
Almira	Grand Coulee	Oak Harbor	Twisp
Anacortes	Grandview	Oakesdale	Union Gap
Asotin	Granger	Oakville	Uniontown
Benton City	Hamilton	Ocean Shores	Vader
Bingen	Harrah	Odessa	Waitsburg
Blaine	Harrington	Okanogan	Walla Walla
Brewster	Hartline	Omak	Wapato
Bridgeport	Hatton	Oroville	Warden
Bucoda	Hoquiam	Othello	Washtucna
Burlington	Ilwaco	Palouse	Waterville
Cashmere	Ione	Pateros	Wenatchee
Castle Rock	Kahlotus	Pe Ell	West Richland
Cathlamet	Kalama	Pomeroy	Westport
Centralia	Kelso	Port Angeles	White Salmon
Chehalis	Kettle Falls	Port Townsend	Wilber
Chelan	Kittitas	Prescott	Wilson Creek
Chewelah	Krupp	Prosser	Winlock
Clarkston	La Conner	Pullman	Winthrop
Cle Elum	La Crosse	Quincy	Yelm
Colfax	Lacey	Rainier	Zillah
College Place	Lamont	Raymond	
Colton	Langley	Reardan	
Colville	Leavenworth	Republic	
Conconully	Lind	Ritzville	
Concrete	Long Beach	Riverside	
Connell	Longview	Rock Island	
Cosmopolis	Lyman	Rosalia	
Coulee City	Lynden	Roslyn	
Coulee Dam	Mabton	Royal City	
Coupeville	Malden	Sedro Woolley	
Creston	Mansfield	Selah	
Cusick	Marcus	Sequim	
Davenport	Mattawa	Shelton	
Dayton	McCleary	Soap Lake	
East Wenatchee	Mesa	South Bend	
Electric City	Metaline	South Cle Elum	
Ellensburg	Metaline Falls	Sprague	
Elma	Montesano	Springdale	
Elmer City	Morton	St. John	
Endicott	Moses Lake	Starbuck	
Entiat	Mossyrock	Stevenson	
Ephrata	Mount Vernon	Sumas	
Everson	Moxee	Sunnyside	
Farmington	Naches	Tekoa	
Ferndale	Napavine	Tenino	
Forks	Nespelem	Tieton	
Friday Harbor	Newport	Toledo	
Garfield	Nooksack	Tonasket	

b. Non-Entitlement Counties:

Adams	Franklin	Lincoln	Thurston
Asotin	Garfield	Mason	Wahkiakum
Benton	Grant	Okanogan	Walla Walla
Chelan	Grays Harbor	Pacific	Whatcom
Clallam	Island	Pend Oreille	Whitman
Columbia	Jefferson	San Juan	Yakima
Cowlitz	Kittitas	Skagit	
Douglas	Klickitat	Skamania	
Ferry	Lewis	Stevens	

2. INELIGIBLE JURISDICTIONS

a. Entitlement Cities and Towns:

Airway Heights	Duvall	Medical Lake	Sea Tac
Algona	Eatonville	Medina	Seattle
Arlington	Edgewood	Mercer Island	Shoreline
Auburn	Edmonds	Mill Creek	Skykomish
Bainbridge Island	Enumclaw	Millwood	Snohomish
Battle Ground	Everett	Milton	Snoqualmie
Beaux Arts Village	Fairfield	Monroe	South Prairie
Bellevue	Federal Way	Mountlake Terrace	Spangle
Bellingham	Fife	Mukilteo	Spokane
Black Diamond	Fircrest	Newcastle	Stanwood
Bonney Lake	Gig Harbor	Normandy Park	Steilacoom
Bothell	Gold Bar	North Bend	Sultan
Bremerton	Granite Falls	Olympia	Sumner
Brier	Hunts Point	Orting	Tacoma
Buckley	Index	Pacific	Tukwila
Burien	Issaquah	Pasco	University Place
Camas	Kennewick	Port Orchard	Vancouver
Carbonado	Kent	Poulsbo	Washougal
Carnation	Kenmore	Puyallup	Waverly
Cheney	Kirkland	Redmond	Wilkeson
Clyde Hill	La Center	Renton	Woodinville
Covington	Lake Forest- Park	Richland	Woodland
Darrington	Lake Stevens	Ridgefield	Woodway
Deer Park	Lakewood	Rockford	Yacolt
Des Moines	Latah	Roy	Yakima
Du Pont	Lynnwood	Ruston	Yarrow Point
	Maple Valley	Sammamish	
	Marysville		

b. Entitlement Counties:

Clark	Pierce
King	Snohomish
Kitsap	Spokane

**APPENDIX B: JURISDICTIONS WITH 51 PERCENT OR GREATER
LOW/MODERATE POPULATION**

(Based On HUD's 2000 Census Data)

**Please see next page for additional information on determining LMI benefits

NAME	LOW/MOD Population	TOTAL Population	LMI Percentage
Almira.....	173	321	53.9
Benton City.....	1,318	2,533	52.0
Bingen.....	435	652	66.7
Brewster.....	1,520	2,125	71.5
Bridgeport.....	1,453	2,099	69.2
Bucoda.....	404	648	62.3
Chelan.....	1,923	3,532	54.4
Chewelah.....	1,155	2,129	54.3
Clarkston.....	3,894	7,067	55.1
Cle Elum.....	922	1,787	51.6
Conconully.....	124	209	59.3
Concrete.....	497	832	59.7
Connell.....	1,375	2,403	57.2
Coupeville.....	875	1,610	54.3
Creston.....	121	230	52.6
Cusick.....	150	211	71.1
Ellensburg.....	8,027	13,234	60.7
Entiat.....	502	959	52.3
Everson.....	1,059	2,043	51.8
George.....	368	510	72.2
Goldendale.....	1,996	3,665	54.5
Grand Coulee.....	506	878	57.6
Granger.....	1,811	2,586	70.0
Hamilton.....	194	330	58.8
Hartline.....	79	142	55.6
Hatton.....	65	118	55.1
Hoquiam.....	4,724	8,977	52.6
Ione.....	302	506	59.7
Kahlotus.....	143	257	55.6
Kelso.....	6,133	11,730	52.3
Kettle Falls.....	838	1,553	54.0
Kittitas.....	708	1,130	62.7
Krupp.....	47	78	60.3
Lamont.....	66	91	72.5
Long Beach.....	707	1,268	55.8
Mabton.....	1,279	1,911	66.9
Malden.....	139	213	65.3
Mattawa.....	2,029	2,703	75.1

JURISDICTIONS WITH 51% OR GREATER LOW/MODERATE POPULATION CONTINUED:

NAME	LOW/MOD Population	TOTAL Population	LMI Percentage
Mesa	269	441	61.0
Metaline	118	179	65.9
Metaline Falls	118	199	59.3
Mossyrock	253	463	54.6
Nespelem	107	165	64.8
Newport	1,093	1,808	60.5
Northport	212	343	61.8
Oak Harbor	12,622	19,797	63.8
Oakville	346	640	54.1
Okanogan	1,240	2,281	54.4
Omak	2,482	4,461	55.6
Oroville	1,005	1,630	61.7
Othello	3,172	5,700	55.6
Pe Ell	391	688	56.8
Pullman	11,621	19,792	58.7
Quincy	2,951	5,116	57.7
Raymond	1,516	2,754	55.0
Republic	558	978	57.1
Riverside	217	349	62.2
Rock Island	467	883	52.9
Royal City	1,133	1,840	61.6
Sequim	2,109	4,086	51.6
Soap Lake	1,082	1,695	63.8
South Bend	963	1,809	53.2
Springdale	202	316	63.9
Starbuck	85	115	73.9
Sumas	572	965	59.3
Sunnyside	8,704	13,869	62.8
Tenino	829	1,448	57.3
Tieton	590	1,131	52.2
Toledo	312	612	51.0
Tonasket	557	880	63.3
Toppenish	5,799	8,781	66.0
Union Gap	2,806	5,479	51.2
Vader	344	617	55.8
Wapato	3,182	4,575	69.6
Warden	1,462	2,540	57.6
Wilson Creek	147	201	73.1
Winthrop	177	324	54.6
Yelm	1,693	3,303	51.3

APPENDIX C: 2003 INCOME LIMITS

2003 Income Limits									
COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
ADAMS	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450
ASOTIN	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450
BENTON	50	20,600	23,500	26,450	29,400	31,750	34,100	36,450	38,800
	80	32,950	37,650	42,350	47,050	50,800	54,550	58,350	62,100
CHELAN	50	17,950	20,500	23,100	25,650	27,700	29,750	31,800	33,850
	80	28,750	32,850	36,950	41,050	44,300	47,600	50,900	54,150
CLALLAM	50	17,700	20,200	22,750	25,250	27,250	29,300	31,300	33,350
	80	28,300	32,300	36,350	40,400	43,650	46,850	50,100	53,350
CLARK	50	23,050	26,300	29,600	32,900	35,550	38,150	40,800	43,450
	80	36,850	42,100	47,400	52,650	56,850	61,050	65,250	69,500
COLUMBIA	50	17,250	19,700	22,200	24,650	26,600	28,600	30,550	32,550
	80	27,600	31,550	35,500	39,450	42,600	45,750	48,900	52,050
COWLITZ	50	18,800	21,500	24,150	26,850	29,000	31,150	33,300	35,450
	80	30,050	34,350	38,650	42,950	46,400	49,850	53,250	56,700
DOUGLAS	50	17,200	19,700	22,150	24,600	26,550	28,550	30,500	32,450
	80	27,550	31,500	35,400	39,350	42,500	45,650	48,800	51,950
FERRY	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450
FRANKLIN	50	20,600	23,500	26,450	29,400	31,750	34,100	36,450	38,800
	80	32,950	37,650	42,350	47,050	50,800	54,550	58,350	62,100
GARFIELD	50	17,500	20,000	22,500	25,000	27,000	29,000	31,000	33,000
	80	28,000	32,000	36,000	40,000	43,200	46,400	49,600	52,800

APPENDIX C: 2003 INCOME LIMITS

2003 Income Limits									
COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
GRANT	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450
GRAYS HARBOR	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450
ISLAND	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	39,550	45,200	50,850	56,500	61,000	65,550	70,050	74,600
JEFFERSON	50	18,250	20,900	23,500	26,100	28,200	30,300	32,350	34,450
	80	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,100
KING	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	39,550	45,200	50,850	56,500	61,000	65,550	70,050	74,600
KITSAP	50	21,650	24,700	27,800	30,900	33,350	35,850	38,300	40,800
	80	34,600	39,550	44,500	49,450	53,400	57,350	61,300	65,250
KITKITAS	50	18,250	20,900	23,500	26,100	28,200	30,300	32,350	34,450
	80	29,250	33,400	37,600	41,750	45,100	48,450	51,800	55,100
KLICKITAT	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450
LEWIS	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450
LINCOLN	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450
MASON	50	17,100	19,550	22,000	24,450	26,400	28,350	30,300	32,250
	80	27,400	31,300	35,200	39,100	42,250	45,400	48,500	51,650

APPENDIX C: 2003 INCOME LIMITS

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
OKANOGAN	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450
PACIFIC	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450
PEND OREILLE	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450
PIERCE	50	21,050	24,100	27,100	30,100	32,500	34,900	37,300	39,750
	80	33,700	38,550	43,350	48,150	52,000	55,850	59,700	63,550
SAN JUAN	50	20,550	23,500	26,400	29,350	31,700	34,050	36,400	38,750
	80	32,850	37,550	42,250	46,950	50,700	54,450	58,250	62,000
SKAGIT	50	19,350	22,100	24,900	27,650	29,850	32,050	34,300	36,500
	80	30,950	35,400	39,800	44,250	47,800	51,300	54,850	58,400
SKAMANIA	50	17,850	20,400	22,950	25,500	27,550	29,600	31,600	33,650
	80	28,550	32,650	36,700	40,800	44,050	47,350	50,600	53,850
SNOHOMISH	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	39,550	45,200	50,850	56,500	61,000	65,550	70,050	74,600
SPOKANE	50	19,100	21,850	24,550	27,300	29,500	31,650	33,850	36,050
	80	30,600	34,950	39,300	43,700	47,150	50,650	54,150	57,650
STEVENS	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450
THURSTON	50	22,500	25,700	28,950	32,150	34,700	37,300	39,850	42,450
	80	36,000	41,150	46,300	51,450	55,550	59,650	63,800	67,900
WAHKIAKUM	50	17,800	20,350	22,900	25,450	27,500	29,500	31,550	33,600
	80	28,500	32,600	36,650	40,700	44,000	47,250	50,500	53,750

APPENDIX C: 2003 INCOME LIMITS

COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
WALLA WALLA	50	17,650	20,150	22,700	25,200	27,200	29,250	31,250	33,250
	80	28,200	32,250	36,300	40,300	43,550	46,750	50,000	53,200
WHATCOM	50	19,300	22,100	24,850	27,600	29,800	32,000	34,200	36,450
	80	30,900	35,350	39,750	44,150	47,700	51,250	54,750	58,300
WHITMAN	50	18,400	21,050	23,650	26,300	28,400	30,500	32,600	34,700
	80	29,450	33,650	37,850	42,100	45,450	48,800	52,200	55,550
YAKIMA	50	17,050	19,500	21,900	24,350	26,300	28,250	30,200	32,150
	80	27,250	31,150	35,050	38,950	42,100	45,200	48,300	51,450

DOES MY PROJECT PROVIDE AN AREA BENEFIT OR A DIRECT BENEFIT TO LOW- AND MODERATE-INCOME PERSONS?

TYPE OF BENEFIT	DEFINITION	EXAMPLE	DOCUMENTATION REQUIREMENTS
AREA BENEFIT	<p>Area benefit activities meet the identified needs of all households within a clearly defined target area or jurisdiction and at least 51 percent of the households are low- and moderate-income.</p>	<ul style="list-style-type: none"> ▪ Comprehensive planning ▪ Studying the feasibility of a site development for general use ▪ Capital facility planning ▪ Assessing the needs of the general population ▪ Developing a Citizen Participation Strategy 	<ul style="list-style-type: none"> ▪ The boundaries of the target area. <p>This target area could be a city or county, or a defined area within or combining cities or counties. The boundaries of this target area must be consistent with the boundaries used to document household income levels (i.e. census tract.)</p> <ul style="list-style-type: none"> ▪ The household income levels for the target area. <p>Acceptable income data sources include HUD’s Census Data or a CDBG program-approved income survey where at least 51 percent of the residents have low- and moderate-incomes and there have not been any significant population growth changes since these data were collected.</p> <p><u>HUD’s Census Data:</u> Listed in Appendix B are low- and moderate-income communities based on HUD’s Census Data. If the target area is considered low income and is an unincorporated community or a smaller area within an incorporated community, contact the state CDBG program staff to determine whether it’s eligible based on a smaller census designation.</p> <p><u>Income Survey:</u> If you have conducted or intend to conduct an income survey, contact the state CDBG program staff to receive approval of the survey methodology and response rate or to request a survey guide.</p>
DIRECT BENEFIT	<p>Direct benefit activities clearly focus on benefiting low- and moderate-income persons or members of eligible special groups, rather than all residents of a particular area.</p> <p>Eligible special groups:</p> <ul style="list-style-type: none"> ▪ Abused children ▪ Battered spouses ▪ Elderly persons ▪ Severely disabled adults ▪ Homeless persons ▪ Illiterate adults ▪ Persons living with AIDS ▪ Migrant farm workers 	<ul style="list-style-type: none"> ▪ Low-and moderate-income or special need housing strategies ▪ Studying the feasibility of a community facility that will focus on benefiting lower income or special need populations ▪ Business expansion assessments which would result in the creation or retention of jobs for lower income persons ▪ Self evaluation of handicap accessibility to public facilities and programs 	<ul style="list-style-type: none"> ▪ A description of the eligibility requirements or exclusive nature of the activity that limits the benefit to low- and moderate-income persons or members of an eligible special need group. <p>For job creation or retention activities, describe how the potential project will ensure the jobs will be made available or provide first consideration to low- and moderate-income persons (for example, first source agreement with local Employment Security Office); and explain how jobs currently held by low- and moderate-income persons would be lost without assistance, if applicable.</p> <p>Please contact CDBG Program staff to discuss alternatives if a project proposal appears to principally benefit low- and moderate-income persons or special groups but does not meet the documentation requirements.</p>